

Summer Intern Program

Type of Appointment: Temporary

Work Schedule: Full-time

Contact Information: 202-231-8228

The Defense Intelligence Agency is a Department of Defense combat support agency and important member of the United States Intelligence Community. With over 15,000 military and civilian employees worldwide, DIA is a major producer and manager of foreign military intelligence. We provide military intelligence to warfighters, defense policymakers, and force planners in the Department of Defense and the Intelligence Community, in support of U.S. military planning and operations and weapon systems acquisition.

The Program

DIA's Summer Intern Program provides promising undergraduate seniors and graduate students the opportunity to gain practical work experience in the areas of analysis, research, report writing, oral briefings, policy development, program management, and computer applications related to the intelligence field. Interns are appointed for a 10-week period from June through August, as full-time, temporary employees.

All interns must be granted a security clearance and successfully pass a drug screening test prior to being made a final offer.

Eligibility Criteria

- Current enrollment in a baccalaureate or graduate degree program which is primarily focused on skills that are critical to DIA, such as: foreign area studies, computer science, business administration, human resources, public administration, international relations, political science, chemistry, physics, biology, microbiology, pharmacology, toxicology, engineering, or intelligence analysis related courses.
- Completion of 90 semester hours or its equivalent at the time of participation in the program.
- A minimum cumulative grade point average (GPA) of 3.0 on a 4.0 scale or its equivalent at the time of employment.
- US citizenship of applicant and all members of immediate family. Security clearances are not granted to holders of dual citizenship. All students conditionally accepted for internships and all DIA employees are subject to initial and aperiodic counterintelligence (CI)-scope polygraph tests, and drug tests.

- Please note that the security clearance processing and drug screening test can not be conducted while you are overseas. Do not apply for this program if you are studying or working abroad anytime 6-9 months prior to the summer during which you wish to work as an intern.

Application Procedures

- In the on-line application you will be required to address the following:

- List your top 3 desired work locations from the following: Washington D.C.; Baltimore, MD; Huntsville, AL; Norfolk, VA; Tampa, FL; Omaha, NE; Colorado Springs, CO; Scott AFB, IL; Honolulu, HI; and Miami, FL metropolitan areas.

- Discuss your interest in a particular functional area(s) such as, Geography; Foreign Area Studies; International Relations with a concentration in a specific geographic region; Political Science; Engineering (Aerospace, Chemical, Computer, Electrical, Information Systems, or Nuclear); Computer Science; Information Systems; Science (Biology, Chemistry, Physics, Microbiology, Pharmacology, or Toxicology), or Business/Public Administration with a concentration in Human Resources, Accounting or Finance.

- Attach an unofficial college transcript at the time of application. Finalist will be provided instructions for the submission of their official transcripts.

- Tell us how you learned about the Summer Intern Program.

Compensation

As an intern, you will be paid an hourly rate between Pay Band 1 and Pay Band 2 and according to the number of college credit hours that you have completed. Because this is a temporary appointment, you will not receive employee benefits. Please note that candidates, selected for the Summer Intern Program, are responsible for all travel and lodging arrangements and expenses incurred prior to and during their employment with DIA.

Application Process

Vacancy Announcements & Apply for DIA jobs” then click “no” when you are asked if you are a current DIA employee. Click the link to view job postings, then place a check-mark next to “Special Programs” and click “Search.” Click “Summer Intern Program.” To apply for the program, add it to your job basket, then view the job basket and click “apply.”

Application Deadline: November 30, 2008. (All application material must be received by the deadline.) Applicants will be notified as to their status no later

than March 31, 2009. **Please be sure to read FAQs associated with this program at [www.dia.mil/Student Programs](http://www.dia.mil/Student%20Programs).**

For additional information contact the Human Resources Specialist at 202-231-8228.

For additional information about DIA, please visit our world wide website at **<http://www.dia.mil>**.

DIA is an equal opportunity employer. All candidates will be considered without regard to non-merit factors, such as race, color, religion, sex, national origin, age, marital status, handicap, or sexual orientation. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may apply.

DIA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed above. The decision to grant reasonable accommodations will be made on a case-by-case basis. Identification of reasonable accommodation needs should be made as early as possible so that necessary accommodations are available by the time of arrival.

FAQs for Summer Intern Applicants

Q: *How many summer internships does DIA offer?*

A: We have approximately 40-45 openings.

Q: *When can I expect to hear if I am selected for an internship?*

A: Finalists, alternates and non-selectees will be notified by March 31, 2009.

Q: *How does the selection process work?*

A: Applications received by the deadline are screened for completeness and minimum qualifications (3.0 average, completion of 90 credit hours by the time of participation in the program). Those applications meeting the eligibility criteria will then be referred to a board which will identify 50 finalists and an appropriate number of alternates for further processing.

Q: *Once I am notified that I am a finalist or alternate, what is the next step?*

A: The Central Processing Services (CPS) will request that you complete pre-employment materials which include the SF-86 background questionnaire for the background clearance investigation. We will also ask our vendor to schedule you for a drug screening test.

** You will not receive an official offer letter until your security clearance is approved **

Q: *How long will it take to get a security clearance?*

A: It varies depending on your particular background and the volume of clearances being processed. In general, if you have significant foreign travel, and/or foreign relatives or contacts, the clearance can be rather lengthy – up to 6 months or more to receive a full clearance. Sometimes DIA can issue an interim clearance while awaiting results of the full background investigation if the intern can come to DC for an interview with the DIA security office. Individuals with limited or no overseas travel, who have not moved around much and who have no foreign relatives or contacts can usually receive determination within 3 months. NOTE: You WILL NOT receive an official offer letter until your security clearance has been approved.

Q: *I have dual citizenship with another country. What are my chances of getting a security clearance?*

A: Dual citizens can not be granted clearances. Individuals would have to renounce citizenship in the other country, relinquish passports, etc. before DIA could proceed with the security clearance process. The window of time between the conditional selection for an internship and the start of the program in June may not allow sufficient time for this process to occur.

Q: *I plan to study abroad for all or part of this academic year. Is that a problem?*

A: Yes it is. While the experience of living abroad is of value to DIA, it is impossible to complete the security background investigation and the necessary drug screening test when someone is overseas. If you are only going to be abroad for the fall semester, we encourage you to apply for next year's Summer Intern Program. If you will be abroad the entire

academic year or for the spring semester, we will be unable to consider you for next year's Summer Intern Program.

Q: I am not available for the entire Summer Intern Program dates. Can I work other dates?

A: Interns may not start work before the formal beginning of the Summer Intern Program in early June. However, if you must start later than the official beginning of the program, you may work later in August to make up for time missed.

Q: What assistance will DIA provide in locating housing?

A: Locating housing is the responsibility of the intern. DIA will provide a housing information resource list that may be of assistance to you. Many of our interns live in the dorms of local universities and the resource list will give you contact information.

Q: What type of work will I do?

A: Intern assignments are based on entry level professional job descriptions and will involve a great deal of independent work under the guidance of a senior level supervisor and mentor. For intelligence analysts, duties may involve research and drafting reports and presentations. Engineers and scientists will work on policy-related issues which require technical knowledge. Computer science majors may be involved in programming, web or database development or network administration. Assignments are not clerical in nature.

Q: Can I earn academic credit for my internship?

A: Depending on your school's requirements, DIA will work with your institution to provide any necessary evaluation, etc. Any written product for your institution must be cleared by your unit's security officer.

Q: What hours will I work?

A: The workday at DIA is 8 ½ hours (1/2 hour uncompensated for lunch). DIA offers flexible work schedules with supervisory approval.

Q: How is my pay determined?

A: Your hourly rate will be determined by the number of credit hours you have completed plus any directly relevant work experience you might have. Pay for interns range between Pay Band 1 & Pay Band 2. It is extremely important that you bring a complete transcript through the spring term when you report in June for the Summer Intern Program so we can confirm your pay rate.

Q: Will I earn leave?

A: You will earn 4 hours of sick leave every pay period, but you will not earn any vacation leave.

Q: Is my work location accessible by public transportation?

A: Yes, the locations in Arlington, VA are directly accessible by subway. The locations in the Defense Intelligence Analysis Center (DIAC) on Bolling Air Force Base are accessible via a DIA-provided shuttle bus from the Anacostia subway station. Bus riders must have the required identification badges.

Q: Is there parking available?

A: Parking is available, although limited at the DIAC and particularly at the Pentagon. Very little parking is available at the other Arlington locations, therefore public transportation is recommended. You will need a copy of your vehicle registration and proof of insurance to apply for a parking permit.

Q: What will the first day of my internship be like?

A: You are asked to report between 8:00 and 8:30 to the Defense Intelligence Analysis Center (DIAC) on Bolling Air Force Base. Specific instructions and directions will be in your final offer letter. Wait in the lobby for a representative from HR to escort you to the “in-processing” location, where you will participate in a 2 ½ day New Hire Orientation. Your first two days will consist mainly of meeting other interns, welcome to the agency, completion of the necessary new hire and security paperwork, orientation briefings, issuance of security badge and other administrative tasks.

Q: What is the dress code for the agency?

A: In general, the dress for civilians at the agency is conservative business attire – shirts and ties for men and appropriate dress, skirt and blouse, or pant suit for women. Some offices are more informal than others and allow polo shirts on a routine basis. Others have a “casual Friday”. Men will need a suit and women a tailored dress or suit for meetings and making presentations.

Q: What is the role of my Sponsor?

A: Your sponsor has volunteered to assist you with in-processing logistics and throughout your summer internship. Your sponsor is available to orient you to your specific office and the agency, provide guidance on how to perform your specific work duties and generally answer questions you may have.

Q: What sort of activities are included in the internship program?

A: You will have the opportunity to hear briefings from DIA offices and other members of the intelligence community and to visit other agencies.

Q: I am interested in permanent employment at DIA. Does DIA make offers of permanent employment to interns?

A: Based on its hiring needs, DIA will consider successful interns for permanent hire upon completion of the internship as applicable. Students who have up to a year of additional schooling to complete, may be given conditional offers, pending graduation. Your supervisor will be asked to evaluate your work performance and suitability for permanent employment.